



## Quality Control Analyst

*Tennessee Department of Treasury*

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$100 billion in assets through its various investment programs. We administer the State's Retirement Program, RetireReadyTN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower individuals to make informed financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

### Job Overview:

The position is responsible for auditing benefit estimate, retirement benefit and service purchase calculations which includes verifying the data, the formula, and the monthly amount or cost. Additionally, this position assists in testing and monitoring system solutions and improvements.

### Key Responsibilities:

- Verify member and employer data on retirement applications, variables used to compute the benefit calculation, and the monthly benefit amount according to laws, policies, and procedures.
- Audit recalculations and adjustments made to original benefit calculations
- Review data and eligibility for service purchase requests and service purchase costs according to governing laws, policies, and procedures.
- Verify submitted audit service requests used for changing service and/or plan type on a member's record.
- Review benefit estimates for accuracy according to laws, policies, and procedures
- Assist with testing the functionality of system solutions and/or improvements
- Participate in all quality control training opportunities
- Assist with other duties as assigned by the Manager of Quality Control

### Minimum Qualifications:

- Graduation from a four-year college or university
- Two years of successful full-time experience performing calculations similar in nature
- Excellent organizational skills, with a high level of self-motivation

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**Preferred Qualifications:**

- Degree in math or business-related fields preferred
- Experience in the governmental sector

**Preferred Competencies:**

- Time Management
- Attention to Detail
- Mathematics
- Critical Thinking
- Problem Solving
- Self-Development

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